

**Solano Community College**

**Admissions and Records**

**Request for Official Transcript Review and Unit Posting**

SCCID #:		Date of Birth:	
Last Name:			
First Name:			
Email:			
Phone:			

School(s) that you requested to have transcripts sent to Solano **FROM**:

1)			2)		
3)	4)		5)		6)

**Transfer Unit Posting – MUST have OFFICIAL transcripts on file**

- Only college level classes that were taken and passed at a regionally accredited college will be posted.
- Only **OFFICIAL** transcripts from your previous institutions can be used for evaluation.
- Transfer unit posting may take up to 8 - 10 weeks after the receipt of this form **AND** receipt of a copy of ALL official transcripts listed above.
- Requests for which we have received transcripts are processed in the order the Request for Transcript Review was received.
- If you submit this form to us prior to our receiving your transcript(s) from another school(s), we will hold it for no more than one year.
- If you recently requested to have transcripts sent to us from another school for evaluation, in order for us to take any action you **MUST** be enrolled at Solano **AND** have submitted this form.
- Transcripts received without a request for evaluation and unit posting will not be evaluated.

**I agree with the above guidelines and wish to have my units reviewed and transferred.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

LAST NAME

FIRST NAME

OFFICIAL USE ONLY

SCCID #